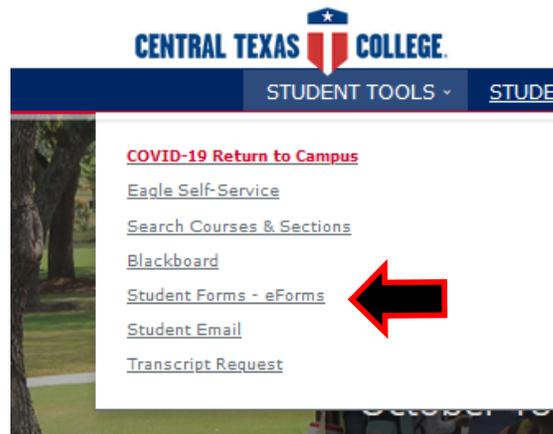
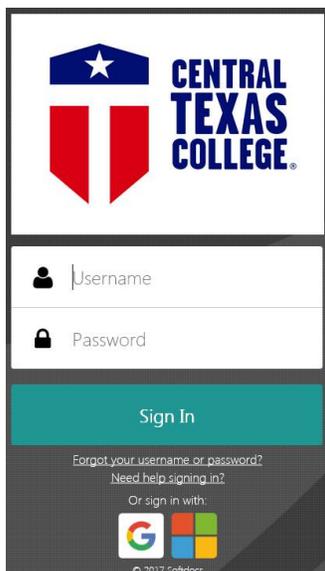


# Withdraw from a Class

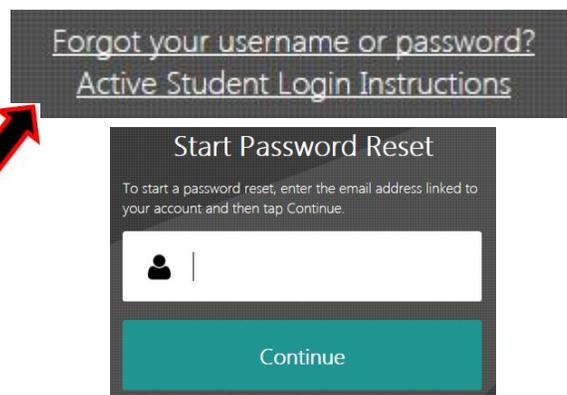
Choose "EFORMS" from the "Student Tools" drop down on [www.ctcd.edu](http://www.ctcd.edu)



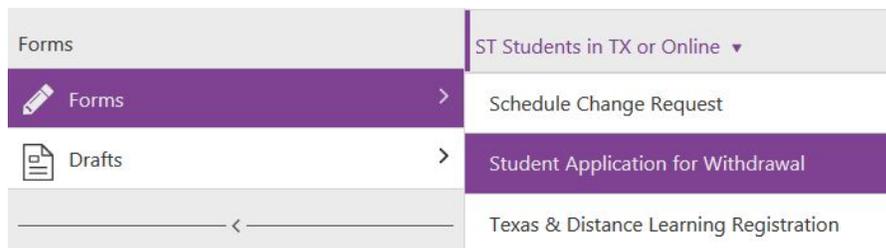
Log in.



1. First time logging in, click on [Forgot your username or password.](#)
2. Enter primary email for CTC. If unknown, check student planning or contact the [CTC IT Helpdesk.](#)
3. Follow steps for changing password.



Select "Student Application for Withdrawal" under ST Students in TX or Online.



Select your Term and Campus. Pick your course and click on "Withdraw from Course".



## Student Application for Withdrawal

Office of Records & Registration  
254-526-1131/1296

**Notice:** Active duty Army, National Guard and Reservists using Army Tuition Assistance (TA) should contact their ACES counselor before dropping/adding courses through the GoArmyEd portal.

CTC ID [ ] Last Name [ ] First Name [ ]

Term: Choose... Campus: Central Records-Reg

Select Course: Choose... **Withdraw from Course**

Pick a reason that you are withdrawing and enter the last day you attended or signed into Blackboard.

Reason for Withdrawal (Select One) TEC 51.907 Course Withdrawal Limit Policy-refer to Texas Catalog

- WA - Academic
- WO - Other
- WV - Voluntary
- WX - Non-Military Move
- SF - Sick/Care (Family)
- GC - Good Cause\*
- WS - Sick (Student)
- DF - Deceased (Family)
- WC - Deceased (Student)
- WM - Joined Military
- MW - Military\*
- WP - Church Mission/Foreign Aid
- DW - Disability
- WE - Employment
- WF - Financial
- WB - Textbooks

Attach Required Documentation\*

If withdrawing from more than one course in the same semester, please use **Select Course** field above to add course(s) and date last attended. (Use **Withdraw from Course** button to add Course)

### Classes Selected for Withdrawal

Course	Date Last Attended
FAL17   PHYS-1401   TM001   08/28/2017:12/15/2017 <a href="#">Remove Course</a>	11/3/2017
FAL17   CHEM-1411   TM601   09/01/2017:12/16/2017 <a href="#">Remove Course</a>	11/3/2017

I have read the rules governing the official withdrawal policy as outlined in the current CTC Catalog, and find it necessary to apply for withdrawal from class.

Pick the destination that applies to you and "Submit".

Comments

[ ]

Destination: Central Records-Reg

**Submit** Attachments Download Print